

GLENDALE UNIFIED SCHOOL DISTRICT

**Observation Record**

Name \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_ Lesson Observed \_\_\_\_\_ Length of Observation \_\_\_\_\_

Evaluation Option (check one)     Administrative     Portfolio     Partner  
 Additional Notes Attached     Improvement Plan Attached

**STANDARDS**

**COMMENTS**

**I. ENGAGES ALL STUDENTS IN THE LEARNING PROCESS**

**Elements:**

- Makes learning goals and instructional procedures clear to all students
- Makes content and processes comprehensible and meaningful to all students
- Identifies and addresses the varying abilities and needs of each student
- Encourages students to extend their thinking
- Fosters student-directed learning
- Guides and coaches students in the learning process
- Uses instructional time effectively
- Uses students' prior knowledge to focus and engage learners
- Other: \_\_\_\_\_

**II. CREATES AND MAINTAINS AN EFFECTIVE ENVIRONMENT FOR STUDENT LEARNING**

**Elements:**

- Organizes the physical environment to support teaching and learning
- Plans and implements classroom procedures and routines
- Establishes and maintains standards for student behavior
- Establishes a climate that promotes fairness, respect, and access to learning
- Promotes social development and group responsibility
- Establishes and maintains rapport with students
- Establishes a safe environment for students
- Other: \_\_\_\_\_

**III. UNDERSTANDS AND ORGANIZES CONTENT KNOWLEDGE FOR STUDENT LEARNING**

**Elements:**

- Adheres to district curriculum and course outlines
- Demonstrates knowledge of subject matter content
- Demonstrates understanding of key subject matter concepts and their interrelationships for students
- Uses appropriate instructional strategies, materials, resources, and technology to make subject matter accessible to students
- Integrates ideas and information across disciplines
- Other: \_\_\_\_\_

+ next to an *element* denotes an area of strength  
 ✓ next to an *element* denotes an area of concern  
 a blank box next to an *element* denotes either that the element was not observed or that the element denotes satisfactory performance

STANDARDS	COMMENTS
<p><b>IV. PLANS INSTRUCTION AND DESIGNS EFFECTIVE LEARNING EXPERIENCES FOR ALL STUDENTS</b></p> <p><b>Elements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establishes and articulates challenging learning goals for all students</li> <li><input type="checkbox"/> Demonstrates understanding of students' developmental learning needs</li> <li><input type="checkbox"/> Uses knowledge of student background, ability and experience to plan instruction</li> <li><input type="checkbox"/> Draws upon student diversity in planning instruction</li> <li><input type="checkbox"/> Designs instructional plans to meet student needs and interests</li> <li><input type="checkbox"/> Demonstrates an understanding of the connection between past and future learning experiences</li> <li><input type="checkbox"/> Designs lessons with clear goals and logical transitions</li> <li><input type="checkbox"/> Other _____</li> </ul>	
<p><b>V. ASSESSES STUDENT LEARNING TO DETERMINE INSTRUCTION</b></p> <p><b>Elements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establishes appropriate learning expectations for all students</li> <li><input type="checkbox"/> Collect and uses multiple sources of information about students and their work</li> <li><input type="checkbox"/> Involves students in assessing their own work</li> <li><input type="checkbox"/> Communicates with students, parents, staff, and other audiences about student progress</li> <li><input type="checkbox"/> Uses results of assessments to plan for future instruction</li> <li><input type="checkbox"/> Uses a variety of ongoing assessments to monitor learning and adjust instruction</li> <li><input type="checkbox"/> Other _____</li> </ul>	
<p><b>VI. DEVELOPS AS A PROFESSIONAL EDUCATOR</b></p> <p><b>Elements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reflects on teaching and learning</li> <li><input type="checkbox"/> Involves families and community members in student learning</li> <li><input type="checkbox"/> Works with colleagues to improve teaching and learning</li> <li><input type="checkbox"/> Actively pursues opportunities to contribute and grow professionally</li> <li><input type="checkbox"/> Models life-long learning by keeping current on latest research and advancement in education</li> <li><input type="checkbox"/> Other _____</li> </ul>	
<p><b>VII. FULFILLS PROFESSIONAL RESPONSIBILITIES</b></p> <p><b>Elements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintains records and/or reports</li> <li><input type="checkbox"/> Adheres to timelines in all areas of responsibility</li> <li><input type="checkbox"/> Supervises students outside of classroom, as assigned</li> <li><input type="checkbox"/> Attends required meetings</li> <li><input type="checkbox"/> Works effectively and cooperatively with others</li> <li><input type="checkbox"/> Utilizes effective communication</li> <li><input type="checkbox"/> Adheres to assigned work schedule</li> <li><input type="checkbox"/> Maintains professional demeanor and appearance</li> <li><input type="checkbox"/> Fulfills duties as assigned, and as noted in the Collective Bargaining Agreement</li> <li><input type="checkbox"/> Other _____</li> </ul>	

Signature of Evaluator

Date

Signature of Evaluatee

Date

